



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**



Title:

BUREAU OF EMERGENCY MEDICAL SERVICES

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Section:

POLICY, PROCEDURE AND INSTRUCTION

Section number:

D

Subject:

INSTRUCTOR CREDENTIAL

Page number:

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POLICY:

The Bureau of EMS is responsible for the credentialing of EMS Instructors in the state of Louisiana. No individual may refer to themselves as a 'Bureau of EMS Instructor' unless they are approved and properly credentialed by the Bureau of EMS. The Bureau of EMS recognizes that more than one path exists to becoming an EMS Educator and has created a transparent process incorporating both the educational degree path and the experiential learning path.

CLASSIFICATION OF EMS INSTRUCTORS:

| Instructor Type | Credentialed By | Notes |
|--------------------------|------------------|--|
| Primary Instructor | Bureau of EMS | See the requirements detailed in this policy. <i>Primary Instructors are required to deliver at least 80% of the total didactic course material.</i> |
| Assistant Instructor | Program Director | Supplemental instructors may deliver up to 20% of a total course content, under the supervision of a Primary Instructor. |
| Special Topic Instructor | Program Director | |
| Subject Matter Expert | Program Director | |
| Skills Instructor | Program Director | Must have sufficient knowledge, skills, and education to function in the role. |
| Clinical Instructor | Program Director | |

TRANSITION PROCEDURE: INSTRUCTOR TO "EMS PRIMARY INSTRUCTOR"

Currently certified Bureau of EMS Instructors will have until March 31, 2016 to transition to an "EMS Primary Instructor".

| | Required |
|-----------------|--|
| Option A | Demonstrate compliance with the New EMS Primary Instructor requirements and submit an application to the Bureau of EMS. |
| Option B | Successfully pass the National Registry of EMTs cognitive (instructor) examination at the level of endorsement requested. |
| Option C | Appeal to the Bureau of EMS for a waiver of the requirements. Waivers must clearly demonstrate an exceptional circumstance and include supporting documentation from the institutional Program Director, and the program's Medical Director. |

NEW CREDENTIAL PROCEDURE: “EMS PRIMARY INSTRUCTOR”

| | Required | Recommended |
|--|--|--|
| Experience | 4 years of verifiable experience (NREMT certification and/or State Licensure) at the requested teaching level. | 6 years of verifiable experience (NREMT certification and/or State Licensure) at the requested teaching level. |
| Internship | Co-teach one course at the instructor level requested. | Mentor program. |
| Education EMR Instructor EMT Instructor | Associate’s degree from an accredited institution. (Five years of experience can be substituted for an Associate’s degree). | Bachelor’s degree from an accredited institution. |
| Advanced EMT Instructor Paramedic Instructor | Bachelor’s degree from an accredited institution. | Master’s degree from an accredited institution. |
| Instructor Exam Cognitive | Pass the instructor exam administered by the NREMT at the level the instructor candidate is requesting to teach. | |
| Instructor Exam Skills | Pass the skills exam at the level. | |
| Adult Education | Complete the NAEMSE EMS Instructor (Level I) course equivalent, or demonstrate proficiency by portfolio evaluation. (Waived if instructor has a Master’s degree or higher, a Bachelor’s degree in Education. | |
| State Specific Policy & Procedures | Participant in a Bureau of EMS Instructor Update | |
| Affiliation | All Primary Instructors must be affiliated with a Bureau of EMS approved EMS Program. | |
| Credential Period | The “EMS Primary Instructor” credential will be valid for up to two years, concurrent with the EMS License cycle. | |
| Endorsement Level | EMS Primary Instructors will be endorsed to teach up to a specific level. An increase in EMS Licensure level does not concurrently increase endorsement to teach level. | |

RENEWAL PROCEDURE: “EMS PRIMARY INSTRUCTOR”

| | Required |
|-----------------------------------|--|
| Active Status Verification | EMS Primary Instructors must be affiliated with a Bureau of EMS registered EMS Program. The Program Director must provide a letter attesting the instructor is “in good standing” with the program and is actively teaching. 6 years of verifiable experience (NREMT certification and/or State Licensure) at the requested teaching level. |
| Bureau of EMS Updates | EMS Primary Instructors are required to attend all <i>mandatory</i> instructor workshops or updates. (Mandatory instructor workshops will be published in advance and offered on at least three separate dates and locations.) |
| State License | Maintain a current Louisiana EMS Practitioner license at, or above, the level of instruction. |